

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library	(2) MEETING DATE 11/1/2016	(3) CONTACT/PHONE Chris Barnickel/781-5785	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete a vacant 1.00 FTE Coordinating Librarian and add a 1.00 FTE Library Branch Manager. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by converting a vacant 1.00 FTE Coordinating Librarian to a 1.00 FTE Library Branch Manager.			
(6) FUNDING SOURCE(S) FC 377 - Library	(7) CURRENT YEAR FINANCIAL IMPACT \$9,939 salary savings	(8) ANNUAL FINANCIAL IMPACT \$7,936 salary savings	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Christopher Barnickel, Library Director
Tami Douglas-Schatz, Human Resources Director

DATE: 11/1/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete a vacant 1.00 FTE Coordinating Librarian and add a 1.00 FTE Library Branch Manager. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by converting a vacant 1.00 FTE Coordinating Librarian to a 1.00 FTE Library Branch Manager.

DISCUSSION

In April 2016, with approval from your Board, the Library did a reorganization to modernize the staffing structure of the Library to ensure we are most effectively meeting the needs of a 21st-century library system. That staffing model was developed to reflect the changing paradigm of today's libraries as well as give a larger percentage of existing staff a clear path of promotion. Patrons of the library are increasingly more reliant on technology to answer many of the day-to-day reference questions that once were answered by librarians with professional level expertise and as such the need for these librarians has decreased.

The recently created Library Branch Manager classification has oversight of all branch operations and activities at a medium-sized branch. These responsibilities include building oversight, programming, circulation, reference-related questions, and interacting with both outside groups and the general public. This position offers further career opportunities for those who have not acquired a Master of Library and Information Science degree, yet have gained considerable experience in library operations and the supervision of other staff members.

At the time of the reorganization in April 2016, full staffing levels at one of the medium-sized branches prevented the Department from bringing that branch into the new staffing model. At this time, due to a recent vacancy, the Library is presented with the opportunity to work towards bringing that medium-sized branch into the new staffing model.

Since the reorganization, three employees have promoted and successfully transitioned to the Library Branch Manager position. We believe this new model has already shown the dividends we expected by putting the right people with the right skillset at the right branches to best serve our patrons while also enriching the professional experience of library staff.

OTHER AGENCY INVOLVEMENT/IMPACT

The Library coordinated with the County Administrative Office and the Human Resources Department during this process and both approve the recommended change. The Human Resources Department prepared the resolution. San Luis Obispo County Employees' Association supports the recommended change.

FINANCIAL CONSIDERATIONS

The recommended PAL change will provide for a salary savings of \$9,939 in FY 2016-17 for the remaining 8 months. The FY 2017-18 estimated decrease is \$7,936 and the estimated decrease at the maximum salary step for both positions is \$9,120. In future years, the decreased cost will be included as part of the department's requested budget. The table below shows the estimated FY 2016-17 cost savings for the remaining 8 months, FY 2017-18 annual cost savings, and the estimated cost savings at the maximum step (step 5 of 5). It is important to note that calculations may vary depending on salary step and any future negotiated salary and benefit increases. The below numbers are estimates based on the current job class salary listing.

FY 2016-17 Estimated Expense for Remaining 8 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Library Branch Manager	1.00	\$34,815	\$21,769	\$56,584	Step 1 for 6 months; step 2 for 2 months
Delete	Coordinating Librarian	-1.00	(\$41,774)	(\$24,749)	(\$66,523)	Step 3 for 8 months (budgeted)
	Net Change FY 16-17	0.00	(\$6,959)	(\$2,980)	(\$9,939)	
FY 2017-18 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Library Branch Manager	1.00	\$54,608	\$33,675	\$88,283	Step 2 for 10 months; step 3 for 2 months
Delete	Coordinating Librarian	-1.00	(\$60,165)	(\$36,054)	(\$96,219)	Step 2 for 10 months; step 3 for 2 months
	Net Change FY 17-18	0.00	(\$5,557)	(\$2,379)	(\$7,936)	
Estimated Annual Expense at Maximum Step (Step 5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Library Branch Manager	1.00	\$62,733	\$37,155	\$99,888	Step 5 of 5 for 12 months
Delete	Coordinating Librarian	-1.00	(\$69,118)	(\$39,890)	(\$109,008)	Step 5 of 5 for 12 months
	Net Change at Max. Step	0.00	(\$6,385)	(\$2,735)	(\$9,120)	

RESULTS

Deleting the 1.00 FTE vacant Coordinating Librarian position and adding a 1.00 FTE Library Branch Manager position more closely aligns the duties to be performed at a medium-sized Library and will make the staffing model at this branch more in line with the other the medium-size branches. This model has resulted in greater staff efficiencies and patron-facing services.

ATTACHMENTS

1. PAL Resolution